

Developmental Disabilities Council
Meeting Minutes
Wednesday, January 10, 2018 9:30am-noon
DDC Office, 410 Federal Street, Dover, DE
AND
Division of Vocational Rehabilitation, Pencader Corporate Center,
225 Corporate Blvd, Suite 204, Newark, DE

Members Present: Steve Yeatman (Chairperson), Carol Barnett, Laura Greene, Terri Hancharick, Michael Harris, Katie Howe, Rick Kosmalski, Nancy Lemus, HarrietAnn Litwin, Daniese McMullin-Powell, Beth Mineo, Angela Mitchell, Shawn Rohe, Laura Waterland

Members Absent: Teesie Bonk, Maitri Campbell, Alvin Emory, Jr., Karen Gallagher, Derrick George, Lillian Gibbons, Katie Macklin, Debra McCann, Karen McGloughlin, Dale Matusевич, Carrie Melchisky, Joseph Merritt, Jr., Sue Ellen Powell

Staff: Pat Maichle, Stefanie Lancaster, Emmanuel Jenkins (Kristin Harvey – absent)

Guests: William C. Powell, Victoria Counihan (Deputy Attorney General), Robert Coupe (Secretary of the Department of Safety and Homeland Security)

- I. Call to Order** – A quorum not being present at the specified meeting start time of 9:30 a.m., Chairperson Steve Yeatman requested that the guest speakers be moved up on the agenda since they are providing information and their presentations did not require a Council vote. Council and the Council's DAG agreed to let the presenters speak first and see if enough members arrived to constitute quorum and allow the Council to conduct official business that required a vote. The presenters began speaking at 9:48 a.m. By the time they finished speaking, enough members had arrived to constitute a quorum. The official portion of the Council meeting was called to order at 10:32 a.m.
- II. Approval of Minutes** – The minutes were unanimously approved as submitted.
- III. Approval of Agenda** – The agenda was unanimously approved as with the one minor change: the order of the speakers was moved up.
- IV. 5 Minute Public Comment Period** – There was no public comment.
- V. Guest Speaker** – **Katie Howe (DD Council member and Director of Program Integrity at the Division of Developmental Disabilities Services), Audrey Rossi and Brian Freedman (University of Delaware)** – The guest speakers presented on the National Core Indicator (NCI) Survey that is currently being gathered by the Division of Delaware Developmental Disabilities Services (DDDS) and the University of Delaware Center for Disabilities Studies (CDS). The NCI Survey is a voluntary effort by public developmental disabilities agencies to measure and track their performance.

Currently 46 states are participating in this effort. There are three different types of surveys being done: Adult In-Person Survey, Family Guardian Survey and the Adult Family Survey. Each of the surveys are similar but customized in order to obtain the necessary data. These surveys are available either via the web or a mail based survey. The vision of the project is to: Influence national and state policy; Improve practice at the state level; Add knowledge to the field and Inform strategic planning and priority setting within agencies. Some of the information gathered from NCI within these surveys includes demographics, health, residence (how many people are within the home or facility), employment (how many hours does the individual work and salary information), behavioral support needs, safety (does the individual feel safe in their environment, have a roommate or do they have a place to be by themselves), satisfaction with supports and services and so much more. For more information regarding the survey, please contact Audrey Rossi at ajrossi@udel.edu.

VI. Chair's Report – Steve Yeatman reported that he has not yet attended any trainings or conferences. He is looking forward to attending the LIFE Conference on January 24th.

VII. Staff Report

- 1. 2018 DDC Meeting Date Calendar** – Update regarding evening meetings – Stefanie Lancaster reported that the 2018 DDC Meeting Date Calendar was distributed to those present at the November Council Meeting and will also be posted on the Statewide Meeting Calendar. There were concerns after the November meeting regarding the quality of sound through the video conferencing equipment at the Department of Health and Social Services (DHSS) Herman Holloway Campus Chapel Room. After doing some research, it appears as though the DD Council's Polycom video conferencing equipment is outdated. Many other state agency buildings that would be available after 4:30 p.m. have newer equipment which is not compatible with the DDC's equipment. When this topic was discussed at December's Executive Committee meeting, the committee recommended the following which are some options for alternative meeting locations. Stefanie will research the Executive Committee's suggested locations and report back to the Council at the March Council meeting. If the suggested locations do not have video conferencing equipment which is compatible with the DDC, then these may be options for the Council to meet in one centralized location for the May and November evening Council meetings:
 - a. Middletown Odessa Townsend (MOT) Senior Center
 - b. Middletown Fire Hall
 - c. Health South in Middletown
 - d. Brandywine Town Center
 - e. Developmental Disabilities Services Fox Run Office
 - f. Easter Seal in New Castle County
 - g. Department of Services for Children, Youth and their Families

Stefanie asked that any members that have any other recommendations forward information to her directly to research. The only other alternative is to research the cost of newer video conferencing equipment as the current Polycom system was approximately \$18,000-\$20,000 which would have to be budgeted for prior to purchasing.

Pat reported the following:

- Lisa Blunt Rochester has shared the Constituent Service Guide information. This is a very nice document. Please check out her website to view the document.
- The Self Advocates Becoming Empowered (SABE) Conference will be held June 7-9, 2018 in Birmingham, Alabama. If any member is interested in attending, please send your request to DDC Staff for tracking purposes, not approval.
- The 27th Annual Brain Injury Conference will be held on March 15, 2018 at Dover Downs Conference Center in Dover. Please visit www.biaofde.org/conf2018 for more details.
- The Consortium for Citizens with Disabilities (CPSD) and the Honorable John Gore have shared information regarding the concern about the Justice Department's recent withdrawal of a number of guidance and technical assistance documents concerning the American with Disabilities Act (ADA). The CPSD organization is asking the DD Councils to sign on in support of a major systemic reform of the nation's disability laws and programs so people with disabilities can become employed, earn competitive wages, live independently in inclusive communities and rise out of poverty. Councils that want to sign on should submit a letter of support by January 17th.

2. **Disability History Project Update** – Emmanuel Jenkins reported that the Disability History videos are now complete and have been uploaded to the DDC's website and YouTube page. The next Disability History Play Casting Call will be held on evening, January 10th, from 5:30-8:30pm at Central Middle School in Dover. Members were asked to share the information widely.
3. **Social Media Update** – Emmanuel reported that in November, the DDC Facebook page had 872 likes. In January, the DDC Facebook page has 911 likes. The goal still remains for the DDC Facebook page to reach, 1,000 likes. Please continue to share the DDC Facebook page and ask friends or colleagues to like the DDC page. The DDC Twitter account had 261 followers. Currently, there are 269 followers. The DDC also has an Instagram account titled DDC Delaware. The DDC's YouTube channel has 22 videos currently loaded. There have been 254 views since December when the Disability History Project videos were uploaded.
4. **Revision of Bylaws – update on status** – Victoria Counihan stated that due to some Freedom of Information Act (FOIA) issues that have been raised as well as some other issues, it was recommended that the Executive Committee review the first draft of suggested

revisions. The Executive Committee met and reviewed the majority of Victoria's recommendations. However, the Executive Committee need more time to finalize a draft to bring to Council for review. More updates will be provided at the March Council meeting.

5. **Public Policy Manager contract update** – The Council was notified that the 2017 Public Policy Manager contract has been ended, however, the contractor, Robin Coventry, did not spend the contract in its entirety. There was \$8,000 remaining of 2016 grant funds unspent of which Stefanie had to recode to put these funds on the Partners in Policymaking Contract and free up some 2017 grant funds. In December, the Executive Committee discussed the need to fund this project in 2018 as the Council previously approved in September 2017. The Executive Committee stated that they feel the tasks that were completed by the Public Policy Manager will be absorbed via one of the committees or by DDC staff. Following some discussion, the Executive Committee voted to bring the following recommendation before the full Council; to use the \$12,000 that would have been spent on hiring a Public Policy Manager for 2018 be obligated for Council travel instead. The Council agreed this \$12,000 should be added to travel. Pat stated that the Council must keep in mind that if members travel using Administrative funds, that the Council can not exceed the 30% allowable by our federal granting agency. Staff travel has always been coded to Administrative while Council members have been coded to projects. Katie Howe stated that each travel approved should be linked to a goal or objective with our State Plan to justify the costs of travel. It was proposed to Council to reallocate the \$12,000 that was previously approved for the 2018 Public Policy Manager Contract to use towards travel funds for council members to attend conference of which are linked to a project to help the Council meet one of the goals or objectives within the State Plan. This was approved by Council.

VIII. Financial Report

1. **Financial Advisory Committee Report** - Stefanie provided a copy of the financial report to all members present. It was noted that there are additional funds that will be added to the 2017 project funds left to be obligated. An update will be made to remove the 2018 Public Policy Manager project to free up those funds.
2. **Travel / Upcoming trip requests** – Stefanie presented a chart that she developed showing Council travel (staff and members) information during the 2017 calendar year. The chart reflects \$24,500 was spent on travel last year. With the previous discussion taking place regarding the Public Policy Manager position, it was decided that the budget for travel should be increased and the amount recommended by the Financial Advisory Committee reflect a request in September for \$15,000 to be used for travel, not the current \$5,000 so that the budget accurately reflects the average \$1,600 per person spent per trip. This was approved by Council.

Stefanie stated that during the December Executive Committee meeting that it would be good for Council to be made aware of who has requested to travel and how much has been spent or will be spent on travel. It was recommended that all travel requests be sent to DDC staff and shared with Council for their approval. A list of those members and staff that have currently requested to travel to the Disability Policy Seminar in March 2018 was shared with Council without any objections. This trip will cost approximately \$14-15,000.

After some discussion, Steve Yeatman deferred to the Executive Committee to develop a travel policy that will be followed moving forward regarding how travel requests are made and who approves the travel. Rick requested we have a travel template developed stating the following: Who is requesting to travel, Where are they traveling to, Why are they traveling – what do they want to gain from this trip, What will be shared with the Council after returning from the trip. This will be discussed at the next Executive Committee meeting as the Council needs to focus more on spending our grant funds in the best way possible while putting some structure to the process.

After the above discussion, Angela Mitchell presented information to the Council regarding to Lehigh University for a Special Education Law Symposium for a week in June 2018. Angela feels this will make her better at what she does to care for her family. Angela had typed her request and it was shared with all members present. The request clearly stated a cost estimate for the trip.

Laura Waterland stated that she was aware of the symposium and understood that the conference was directed at attorneys, not family members. However, Laura did state that the Disabilities Law Program will be hosting a similar training that is free for both attorneys and family members. She suggested Angela possibly researching cheaper conferences as this request was for \$2,200 that would also meet her needs.

Nancy Lemus stated she feels that everyone has specific things that each member brings to the table. A certain area of expertise and knowledge as the ability to travel allows members to network with others to help provide people with resources that may help them on a personal level to meet their needs.

After a lengthy discussion, the Council to a vote of which there were 5 yes votes, 2 no votes, and 7 members abstained. This request did not pass. It was stated that the conference was very costly and many felt that there may be other trainings locally that would be cheaper. Steve did state that this can be brought before Council at the March meeting if needed.

IX. Current Business – Due to time constraints, Steve Yeatman requested items IX through XII be postponed and will need to be discussed at the March Council meeting.

1. Legislative Update

2. Self-Advocacy Organization Update – Asperger’s Alliance

X. Committee Reports

- **Personnel Committee**
- **Membership**
- **Children & Families**
- **Policy & Law**
- **Adult Issues**
- **Partners Oversight - Partners in Policymaking Update - 2018 application update**
- **Consumer Caucus**

XI. New Business

1. Presentation by Victoria Counihan, Esq. – Presentation on FOIA Obligations of State Boards and Councils

2. Secretary Robert Coupe & Victoria Counihan – Memorandum of Understanding (MOU) between DDC and DSHS

XII. Future Speakers

XIII. Other Council Business – Executive Session *** - Council unanimously voted to go into Executive Session at 11:40 a.m. All staff exited the room prior to the start of this session.

IIIV. Adjournment- Meeting adjourned at 12:05 p.m.

*****Executive session to be held pursuant to 29 Del. C. 10004 (b)(6) and 10002 (l)(1), (3), & (6)**